

## **How to File Discrimination Complaint with Wyoming Department of Agriculture or United States Department of Agriculture Program**

It is the policy of the Wyoming Department of Agriculture and the USDA to ensure that no person is excluded from, denied the benefits of or otherwise subjected to prohibited discrimination in programs conducted or funded by either agency on the basis of race, color, national origin, gender, age, or disability. If you believe you have been subjected to discrimination by the Wyoming Department of Agriculture, please follow the guidance below.

There are two ways to file a complaint.

1. You can call the Wyoming Department of Agriculture at 307-777-7321 or through the State Relay at 7-1-1 (instate) or 1-800-877-9965. Or you may call the USDA Office of Civil Rights at 202-720-5964 (voice or TDD) or 866-632-9992 (toll free).
2. You can write a letter. Include the following in your letter:
  - Your name, address, and telephone number.
  - The name, address, and telephone number of your attorney or designated representative (if applicable).
  - The basis of your complaint. The basis is what you believe to be the reason for the discrimination you experienced, such as your race, color, national origin, gender, age, religion, or disability. You may indicate more than one protected basis.
  - The date(s) the incident(s) occurred. Note that both the USDA and the Wyoming Department of Agriculture have authority to investigate and adjudicate allegations that occurred no more than 180 days prior to the filing of your complaint. If the alleged discrimination occurred in excess of this 180-day time frame, you may request a waiver of the filing requirement.
  - The names of the person(s) whom you allege have discriminated against you, and the agency employing that/those individuals.
  - An explanation of the incident(s) you believe were discriminatory. Clearly explain what happened, why you believe it happened, and how you were discriminated against. Include how other persons were treated differently than you, if applicable. If you are reporting more than one incident, describe each incident separately. If you have documents in support of your allegations of discrimination, provide copies.

Mail your signed letter to:

Wyoming Department of Agriculture  
2219 Carey Avenue  
Cheyenne, WY 82002

OR

USDA Office of Civil Rights  
1400 Independence Avenue SW, Mail Stop 9410  
Washington, DC 20250